

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER N030109	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position <i>FLYGTN 1 PC-65-201 (1974), PAGE 6 (1990)</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Human Capital Analyst	GS	301	11	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Kirkland, Adrienne		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Office Of Policy and Management			h. Employing Office Location		
d. Office of Human Capital Management			i. Organization Code TOAD0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Naïma Halim-Chestnut, Acting Head			d. Typed Name and Title of Second-Level Supervisor Kenneth R. Lapierre, ARA		
b. Signature <i>Naïma Halim-Chestnut</i>		c. Date 10/16/14	e. Signature <i>Kenneth R. Lapierre</i>		f. Date 10/23/14
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
<input checked="" type="checkbox"/> a. Promotion Potential This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties () % of time <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>Michelle G. Borgey</i>	
j. Date 11/10/14					
11. REMARKS					

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**HUMAN CAPITAL ANALYST
GS-0301-11**

POSITION SUMMARY:

As a Human Capital Analyst you will:

- Provide human capital management advisory services, guidance, and assistance for assigned organizations;
 - Serve as the primary liaison between management officials and the Shared Service Center (SSC);
 - Provide advice on resolving conventional problems related to staffing, recruitment and placement programs, policies, procedures and accepted practices;
 - Conduct portions of broader research to evaluate and enhance program effectiveness and efficiency and recommend changes;
 - Provide guidance and analysis on the development of reorganization proposals and changes in program functions.
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MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

35%

Provide human capital management advisory services, guidance, and assistance for assigned organizations. Collaborate with management to develop appropriate recommendations on significant HR concerns which impact a range of proposed/required actions. Provide advice on sound position management and organizational structure, including adherence to Agency and OPM regulations and policy to ensure effective workforce utilization within the scope of organizational functions and personnel available. Gather, plan, conduct, and analyze current data and trends to address any deficiencies and identify needed improvements of complex internal management processes and systems. Attend meetings to provide perspective on management and/or human resources issues and concerns and/or on new and changed policies and procedures.

DUTY 2

25%

Serve as the primary liaison between management officials and the Shared Service Center (SSC). Establish effective relationships with open lines of communications with various departments and organizations. Represent management on a wide range of issues and relay pertinent information to outside representatives. Communicate proper procedures for preparing Requests for personnel actions, SF-52s and ensure documents are reviewed for completeness, accuracy, and conformance to established standard operating procedures. Track personnel actions through the various administrative levels of the organization and inform management of any issues or concerns that may arise concerning completion of action.

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DUTY 3

15%

Provide advice on resolving conventional problems related to staffing, recruitment and placement programs, policies, procedures and accepted practices. Analyze current and projected staffing requirements based on precedented subjects available for reference. . Provide advice on problems related to recruitment, resources, and special programs that emphasize affirmative action and human resources flexibilities. Provide information concerning the availability of a variety of pay flexibilities, such as Recruitment/Relocation/Retention bonuses and appointments above the minimum. Administer local processes to identify and select individuals for non-competitive placement, including developing internal placement announcements in compliance with applicable regulations and guidelines. Assist management in developing documentation necessary for the recruitment and placement of well qualified candidates in internal or external staffing actions, including developing job analysis, question weighting and selection of EZhire questions.

DUTY 4

15%

Conduct portions of broader research to evaluate and enhance program effectiveness and efficiency and recommend changes. Analyze human resources issues and concerns, consults precedents and interprets available guidelines to identify, consider, and resolve a variety of questions and problems. Develop information for and prepare special or recurring reports and analyses for management's use in decision making. Respond to various data inquiries and information requests. As required, present briefings, lectures, and/or instructions dealing with various human resources functions, programs, and initiatives.

DUTY 5

10%

Provide guidance and analysis on the development of reorganization proposals and changes in program functions. Review reorganization requests to ensure effective workforce utilization, good position management and organization structure, and effective use of available personnel and associated skills. Facilitate the resolution of issues, obtain appropriate concurrences and approvals and forward final package to the SSC and Office of Human Resources. Submit personnel actions (e.g. realignments, reassignments, recruitment packages) to the SSC prior to effective date of reorganization.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

- 1) Knowledge of human capital management concepts, principles and practices;

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- 2) Skill in written communication;
 - 3) Ability to provide advice and guidance concerning an organization's human resources programs;
 - 4) Skill in oral communication;
 - 5) Ability to guide management in the development of staffing and recruitment strategies;
 - 6) Skill in analyzing program operational issues;
 - 7) Knowledge of position management and/or workforce utilization principles and practices.
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FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-7 (1250 points)

Knowledge of a wide range of human capital management concepts, principles and practices to serve as an advisor and consultant to management officials in planning, developing and conducting human capital management programs.

Knowledge of the full range of position management principles, concepts, practices and techniques sufficient to provide management insight in establishing organizational structures that are efficient, cost effective, and support desired grade levels.

Knowledge of human resources laws, policies, practices and methods in order to provide advice, guidance and innovative solutions in support of assigned organization's programs.

Knowledge of management principles and methods, planning and program goals, objectives and requirements to identify, analyze and recommend solutions to problems in organizational structure, staffing, administrative procedures, or work process.

Skill in oral and written communication sufficient to develop and deliver briefings, project papers, reports and correspondence to foster understanding and acceptance of findings and recommendations.

Skill in researching, assembling, and organizing information to prepare reports and briefings, evaluate trends, identify problem areas, and make recommendations/decisions.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor sets overall program objectives and available resources, and collaborates in developing deadlines and approaches to unusual or particularly sensitive program and/or situational problems. Assignments are carried out within the broad parameters of program goals and objectives. The employee exercises judgment to independently plan and carry out assignments within the scope of delegated authority. Evaluations and recommendations developed by the employee are usually accepted and authoritative. Employee keeps the supervisor informed of major problems or controversial situations which may adversely impact other areas and recommends viable solutions and alternatives. Work is primarily reviewed in terms of meeting program goals and objectives.

Factor 3 - Guidelines

Level 3-3 (275 points)

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Guidelines include 5 USC, Code of Federal Regulations, Executive Orders, OPM regulations, and EPA instructions and regulations, policy statements, government-wide or agency directives, accepted practices, precedent setting decisions, program initiatives, priorities, and established procedures. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. The employee analyzes the subject and the current guidelines which cover it and makes recommendations for changes.

Factor 4 - Complexity

Level 4-4 (225 points)

The work involves providing management advisory services in the full range of human capital management functions. Assignments often are to help resolve complex, controversial and/or sensitive problems requiring the ability to assimilate information from a variety of sources and guidelines, consider changing conditions, deal with precedent-setting issues, conduct in-depth analysis of complex organizations or situations, deal with disputes or conflicts, and develop innovative approaches to problems that have been particularly resistant to solutions in the past.

The specialist employs a broad range of fact finding and analytical techniques and applies judgment and professional knowledge to interpret varied and complex factors in the context of the requirements of applicable laws, regulations, or policies. The resolution of these kinds of problems requires an excellent grasp of fundamental technical concepts plus the ability to recognize and accommodate management needs without sacrificing human capital management principles and regulations

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The employee provides human capital management advisory and analytical services to highly technical and scientific organizations. The employee applies human capital management criteria to improve the efficiency and productivity of organizations and support employees in serviced organizations. Identifies, analyzes and makes recommendations to resolve conventional problems and situations. May be assigned portions of broader research and participate in the evaluation of program effectiveness at the operating level.

The judgment and recommendations of the employee are relied on very heavily on individual cases as well as systemic problems.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts are with managers, supervisors and employees in the serviced organization, with staff at other levels of the agency, and with representatives from the Shared Service Center or other organizations. Contacts are moderately unstructured and often involve either conflicting objectives or situations in which the employee is providing consulting services to agency managers.

The purpose of the contacts is to clarify issues and resolve problems and concerns, to influence management's or employee's position through persuasion, to gain compliance with regulations and requirements, and to influence policies, practices and procedures in alignment with human capital strategy and goals.

Factor 8 - Physical Demands

Level 8-1 (5 points)

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Work is primarily sedentary, although some light physical effort may be required to access files, carry documents to meetings, or walk to meeting locations.

Factor 9 - Work Environment

Level 9-1 (5 points)

Work is typically performed in an adequately lighted and climate controlled office. Some travel may be required.

TOTAL POINTS: 2540

GS-11 Grade Range: 2355-2750

Position Risk Designation: Low

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Kirkland, Adrienne	<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number	SA00014-004		Total extramural resources management duties occupy less than 25% of time.
Title	Human Capital Analyst		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-0301-11		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
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When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>B. Sch...</i>	Date	15 Jun 15
Personnel Specialist's Signature	<i>V. Michelle Brossier</i>	Date	11/12/14

Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
Plans Procurements			Approves payment requests of ACH drawdowns
Estimates Costs			Manages cost-reimbursement contracts
Obtains funding commitments			Reviews invoices
Prepares procurement requests			Inspects and accepts deliverables
Writes statements of work			Other (list)
Reviews statements of work			
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award			%

Continued

			problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure	
Prepares solicitation for proposals		successful project completion and in decisions to	
Identifies potential grantees for area of program emphasis		impose sanctions	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns	
Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates with applicant		Negotiates amendments	
Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement	
Negotiates level of funding		Resolves with Grants Management Office	
Conducts site visits to evaluate program capability		administrative and financial issues	
Serves as resource to Selection Panel		Conducts periodic reviews to ensure compliance with agreement	
Other (list)		Other (list)	
		Close-out:	
		Certifies deliverables were satisfactory and timely	
		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
		Reconciles payment with work performed	
		Notifies recipient of close-out requirements	
		Obtains legal assistance if necessary to resolve incomplete close-out	
		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
		Other (list)	
Award:		Percentage of Time Spent on Grants/Cooperative Agreements Management	
Prepares funding package, including Decision Memorandum			
Obtains concurrences/approvals			
Reviews/concurs in completed document			
Establishes project file			
Other (list)			
Project Management/Administration:			
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries			
Participates in pre-agreement conferences			
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report	
Performs technical evaluation of work plan and budget		Decides on disbursement of equipment	
Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed	
Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
		Certifies deliverables	
		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
Project Management/Administration:			
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:	